

## Carrick Room Application

Date of use: \_\_\_\_\_ Time of use: \_\_\_\_\_ to \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ Organization: \_\_\_\_\_

Applicant's Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Purpose for which use is requested: \_\_\_\_\_

\_\_\_\_\_

I have read, accepted, and consented to the SFPL's Patron Behavior Policy and Facilities Use Policy

I have attached a certificate of insurance compliant with the Town of Douglas's Use of Town Property by Outside Organizations Insurance Coverage Policy

-OR-

I will supply "Property User, Recreational and Volunteers Activities Release Forms" for each attendee.

Will you require use of any additional equipment other than tables and chairs? If so, explain:

\_\_\_\_\_

\_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_